

RECODED POLICY: 400.1
POLICY: 4105
ADOPTED: 4/23/90
REVIEWED: 3/17/97
REVISED: 05/01/06
REVISED: 11/26/07
REVIEWED: 09/27/10

INDEPENDENT SCHOOL DISTRICT 199
Inver Grove Heights Community Schools
2990 80th Street East
Inver Grove Heights, MN 55076

Position Description

I. Purpose

The purpose of this policy is to insure that each position has a position description that presents an accurate job picture that is understandable and meaningful to the position holder, supervisor, and other informed persons within and outside the school district. Position descriptions by no means reflect all day to day tasks associated with the position or job task.

The purposes for position descriptions include access by anyone to a description of the responsibilities of any district position or job class; determination of basis for performance review and evaluation; and to establish a basis for determination of pay equity.

A. Definition

A position is a group of responsibilities assigned by an employer to a staff member. Officially a position consists of what is assigned to it by management. The position is defined by the task assigned to it.

II. General Statement of Policy

Position descriptions shall be written and maintained for all positions in the district. A uniform position description format shall be developed and utilized. Positions descriptions shall be approved by the board of education. Substantial revision of position descriptions shall be brought to the board of education for review and approval.